



Utah Counties Insurance Pool
Serving Counties Since 1992

AGENDA

BOARD OF TRUSTEES MEETING

Wednesday, February 18, 2004, 2:00 p.m.
Utah Counties Insurance Pool Building
5397 South Vine Street, SLC, UT

PLEASE READ: Minutes

PLEASE BRING:

Call to Order	Dan McConkie
Review of Board Members Absent	
Approval of January Minutes	

ITEM INFORMATION

1	Broker's Report	John Chino
2	Director's Report	Lester Nixon
3	Clarify Board Attendance at Conferences	Lester Nixon
4	Loss Control Manager's Report	Mark Brady
5	Status of Building Agreement	Lester Nixon

ACTION

6	Consider Services & Promotional Opportunities Agreement w/UAC	Dan McConkie
7	Approve Workers Compensation Budget	Lester Nixon
8	Approve AGRiP Advisory Standards Application	Lester Nixon
	Ratification and Approval of Payments	Gene Roundy
9	Set Date and Time for Closed Meeting to Discuss Pending or Reasonably Imminent Litigation	
10	Action on Litigation Matters	Kent Sundberg
11	Set Date and Time for Closed Meeting to Discuss Character, Professional Competence, Physical/Mental Health of an Individual	

Wrap-up
Other Business
Adjourn

ADDITIONAL INSTRUCTIONS: Light snack will be provided.

AFFIDAVIT OF DAN McCONKIE

STATE OF UTAH

)

:ss

COUNTY OF SALT LAKE

)

Dan McConkie, being duly sworn upon oath, deposes and says:

1. That the affiant has personal knowledge of the matters hereinafter referred to in this Affidavit.

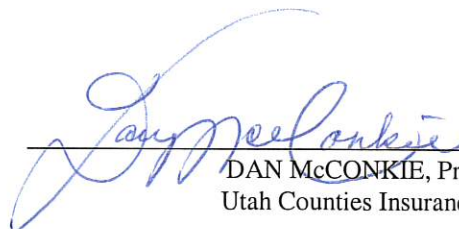
2. That the Affiant, on or about the 18 day of February, 2004, presided over a meeting of the Utah Counties Insurance Pool Board of Trustees, an open and public meeting within the provisions of Chapter 4, Title 52, Utah Code Annotated, 1953, as amended.

3. That a quorum of the Utah Counties Insurance Pool Board of Trustees was present and at least two-thirds of the members present, voted to close the meeting pursuant to the provisions of Section 52-4-4, Utah Code Annotated, 1953, as amended, for the purpose of discussing the character, professional competence, or physical or mental health of an individual.

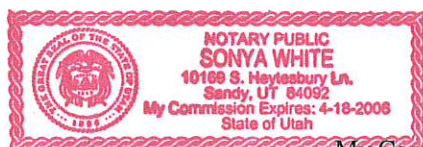
4. That the affiant was present throughout the meeting and, pursuant to the provisions of Section 52-4-7.5, the affiant does hereby affirm that the sole purpose for closing the meeting was to discuss the character, professional competence, or physical or mental health of an individual or individuals.


FURTHER, Affiant saith not.

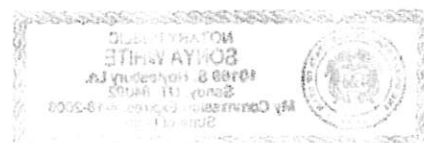
DATED this 18 day of February, 2004.


DAN McCONKIE, President
Utah Counties Insurance Pool

On the 18 day of February 2004, personally appeared before me Dan McConkie, who, after being by me duly sworn, deposed and said that the information contained in the above and foregoing Affidavit is true and correct.




NOTARY PUBLIC
Residing at: Sandy, Utah
My Commission Expires: 4-18-2006





Utah Counties Insurance Pool
Serving Counties Since 1992

MINUTES

BOARD OF TRUSTEES MEETING

February 18, 2004, 2:00 p.m.

Utah Counties Insurance Pool Building, Murray, Utah

BOARD MEMBERS

PRESENT

Dan McConkie, *President*, Davis County Commissioner
Lynn Lemon, *Vice President*, Cache County Executive
Gene Roundy, *Secretary-Treasurer*, Iron County Commissioner
Steve Baker, Davis County Personnel Director
Kay Blackwell, Piute County Commissioner
Jim Eardley, Washington County Commissioner
Jerry Grover, Utah County Commissioner
Ira Hatch, Emery County Commissioner
Kent Sundberg, Utah County Deputy Attorney
Steve Wall, Sevier County Clerk-Auditor

BOARD MEMBERS

ABSENT

Ken Bischoff, Weber County Commissioner
Ed Phillips, Millard County Sheriff

OTHERS PRESENT

Lester Nixon, Director
Mark Brady, Loss Control Manager
Sonya White, Executive Assistant
Korby Siggard, Claims Manager
John Chino, Arthur J. Gallagher, Senior Vice President

CALL to ORDER

Dan McConkie called the meeting to order at 2:00 p.m. and welcomed those in attendance.

REVIEW of BOARD MEMBERS ABSENT

Ken Bischoff requested to be excused from this meeting due to other commitments. Ed Phillips is at the Western States Sheriff's Association meetings and requested to be excused from this meeting. Ira Hatch made a motion to excuse Ken Bischoff and Ed Phillips from this meeting. Gene Roundy seconded the motion, which passed unanimously.

APPROVAL of JANUARY MINUTES

The minutes from the January 15, 2004 Board of Trustees meeting was previously sent to the Trustees for review. Steve Wall recommended that the first sentence under APPROVE HRA RESOLUTION, page four, be changed to read, *Lester Nixon explained that as part of the employee benefits package, UCIP provides a \$200 annual benefit for each employee, spouse and each child.* Steve Wall made a motion to approve the January 15, 2004 meeting minutes as amended. Gene Roundy seconded the motion, which passed unanimously.

BROKER'S REPORT

John Chino reported that all the documents and binders have been finalized for the renewal. The original policies will be sent and kept at the UCIP offices. The self-insurance bond, required for the workers compensation program, is in the process of being issued.

DIRECTOR'S REPORT

Planning Survey. Lester Nixon explained that he would like to send out a planning survey to all member elected county officials, insurance coordinators and health department officers to obtain feedback for Board discussion at the June retreat (see attachment #1). The Board agreed that this would be a useful tool and directed Lester to send out the survey.

Trustees Survey. Lester Nixon provided the Board members with a Trustees survey and requested that each Trustee complete the survey to assist staff in planning the Board retreat (see attachment #2).

Towers Perrin Tillinghast Publication. Lester Nixon provided the Board with a copy of the January 2004 Towers Perrin Tillinghast publication titled *Insurance Industry Trends to Watch* (see attachment #3). Under subsection, *No relief in sight for tort costs*; a recent Tillinghast study of the U.S. tort system shows that tort costs jumped almost 13% between 2001 and 2002. It is anticipated that more companies will be announcing withdrawals from certain areas; especially professional areas such as architecture, construction and engineering due to high risk exposures like mold. Under subsection, *A different kind of softening market*; while the pace of insureds forming self-insured programs will likely slow in a softening market, the reduction in the number of insurers will lead to the continued formation of captives and other self-insured arrangements like County Reinsurance Limited (CRL) and those types of insuring mechanisms to meet company goals rather than underwriters taking charge of the market. Under subsection, *Has the Terrorism Risk Insurance Act (TRIA) brought resolution to terrorism coverage*; it appears that some softening in property costs can be expected but don't expect TRIA to be removed. Property costs went down 9% throughout the industry.

Mountain View Software. Lester Nixon reported that the Mountain View Claims System is not fully functioning yet. Mountain View is apologetic, realizes the conversion was more difficult than anticipated and has now made this project their priority. Claims staff is able to issue checks, input new claims and are working out the bugs in the program with Mountain View. It only took VeriClaim an hour to transfer the data that they were claiming would cost \$10,000. Lester is not sure if UCIP will have to pay VeriClaim anything but will not pay \$10,000.

Actuarial Report. Lester Nixon received the draft actuarial report from By The Numbers Actuarial Consultants, made a couple of corrections and received the final report yesterday. The Board is able to determine which reserves to use from three confidence levels that the actuaries have outlined in the report. The expected confidence level is more times than not less than what is expected. The levels range from a high of 55% to a low of 35%. Lester recommended that the Board use the expected level, which is close to the same reserve level as last year. The expected level was also the confidence level used by Glenn Taylor, the Pool's previous actuary. The Board agreed and directed Lester to have the auditors use the expected numbers. Lester explained that the financial audit will start Friday and Larson & Company will have the completed audit to the Audit Committee by March.

Workers Comp. Lester Nixon reported that he and Patsy Clarke made a workers comp presentation in Juab County, who joined the program January 1. Piute and Rich Counties joined February 1 and Kane County has authorized UCIP to bind coverage effective July 1.

CLARIFY BOARD ATTENDANCE at CONFERENCES

Lester Nixon requested that the Board clarify the number of conferences allowed each year for Trustees. The budget may need to be increased if two trips per year are allowed. Dan McConkie said

that the Trustees benefit from training and would like UCIP to be flexible enough for a Trustee to go to as many conferences as possible. Gene Roundy made a motion to allow Trustees to attend two conferences per year and only increase this budget item if necessary. Ira Hatch seconded the motion, which passed unanimously.

LOSS CONTROL MANAGER'S REPORT

Mark Brady provided the Board with the following update on his loss control activities:

1. The recommended revisions to the Risk Management Program, at the last Board meeting, were implemented and the program was sent out to all the insurance coordinators.
2. Attended the Civil Rights Conference in San Diego where he networked with other attorneys on common issues; one being full body restraints. The Utah Sheriffs' Association has asked Mark to review their policies on this procedure, which is not completely accepted. Most Utah counties are not using this procedure.
3. Compiling the endorsements for Search and Rescue use of weapons that are being sent in by the member County Sheriffs. Steve Baker requested that Mark notify the county insurance coordinators if their Search and Rescue teams are carrying weapons.
4. Working with the Sheriff's Association to help plan their fall workshop.
5. Personnel problems within the Health Departments have started to surface so Mark is reviewing their personnel policies and procedures. The Health Departments are invited to all UCIP training and have mentioned that they are getting better advice than they have in the past.
6. The Facilities Management Conference will be held on February 26 in Provo. The announcements have been mailed and faxed to all the insurance coordinators to distribute. Mark has also started calling those counties who do not have anyone registered.
7. Coordinating with SWAP on their fall conference.
8. Flyers for the Planning and Zoning conference will be sent out soon.
9. The Litigation Management Committee will meet at 9:00 a.m. on April 20 with the UCIP defense attorneys and join the Insurance Coordinators for lunch at noon.
10. Insurance Coordinators Workshop will be held April 20 and will include a mock harassment trial. The Board is invited to lunch and the 1:00-6:00 Workshop.
11. The location for the Personnel Workshop has been changed to the Moab Valley Inn due to the foreclosure of Sherwood Hills. The May Board meeting will be held on May 12, 2:00-5:00 with dinner in Moab. Steve Baker reviewed the topics and speakers with the Board.

STATUS of BUILDING AGREEMENT

Dan McConkie reported that the Utah Association of Counties (UAC) appointed a subcommittee of the Board of Directors to review the building agreement. The three pages he received from Brent Gardner on the day of the last Trustees meeting was only the subcommittee's summary of recommended changes to the agreement (see attachment #4). UCIP has not been given a copy of the revised agreement and in talking to Bill Peters, UAC's attorney, he hasn't even started working on the agreement. Kent Sundberg said that because of the bonds, UCIP's attorneys should work on the agreement, not Bill Peters who is a tax lawyer. Lester Nixon explained that UCIP's attorney, Craig Wentz, was given a copy of the initial agreement that Blaine Carlton drafted but was asked to hold off on any changes because UAC wanted to revise the agreement. Dan said that he has been trying to get a draft agreement from UAC since last October. The Board directed Lester to have Craig Wentz draft the agreement. From the recommendations of the UAC subcommittee, the Board does not agree with item three, *the maximum amount of ownership equity UCIP is allowed to acquire to be set at forty-nine percent. Any payments for space leased above forty-nine percent will be treated as rent at the same rate as debt service*, and item four, *all improvements to the property must receive prior approval from the UAC Board of Directors (the cost of the improvements are not included in the determination of owned equity)*. Lester will provide Craig with these recommendations.

CONSIDER SERVICES & PROMOTIONAL OPPORTUNITIES AGREEMENT with UAC

Lester Nixon reviewed a draft agreement for services and promotional opportunities between the Utah Association of Counties and the Utah Counties Insurance Pool given to Dan McConkie in January by UAC (see attachment #5). Costs in this proposal include, 'The Works' Vendor Package = \$4,080, Sponsorship of Newly Elected Officials training = \$3,500, Exclusive Insurance Provider Endorsement of UCIP by UAC = \$20,000, Legislative Representation = \$10,000 and Property Management of UAC Personnel = \$3,000 for a total of \$40,580. Dan and Lester will be meeting with LaMar Guymon and Brent Gardner to work through the following concerns with the draft agreement: 1) the Board wants to conduct half of the training at the Newly Elected Officials Workshop not just sponsor the event; 2) the Works Vendor Package was to include exclusivity with UAC, if it doesn't, the Board agrees that other insurers will be invited to sponsors and exhibit at UAC events; and 3) the Board does not want to commit to property management by UAC staff when UCIP staff shares responsibilities for the office building. As for the legislative representation, Lester said that both Brent and Arie Van De Graaff have provided him with pending legislation that may affect the Pool and that he has been attending the UAC Legislative Committee Meetings.

SET DATE and TIME for CLOSED MEETING

Jim Eardley made a motion to set the date and time of a closed meeting to discuss the character, professional competence, physical or mental health of an individual for February 18, 2004 at 3:15 p.m. Lynn Lemon seconded the motion, which passed unanimously.

Lynn Lemon made a motion to conclude the closed meeting to discuss the character, professional competence, physical or mental health of an individual on February 18, 2004 at 3:40 p.m. Jim Eardley seconded the motion, which passed unanimously.

Kent Sundberg made a motion authorizing the President of the Board to implement Lester Nixon's salary as outlined by the Officers of the Board and change Lester's title from Director to Chief Executive Officer. Gene Roundy seconded the motion, which passed unanimously.

APPROVE WORKERS COMPENSATION BUDGET

As directed by the Board at its January meeting, Lester Nixon reviewed the proposed 2004 Workers Compensation (WC) Budget (see attachment #6). Lester allocated 18.8% of the appropriate expenses to be diverted from the Property and Casualty (P&C) budget to the WC budget. Added to the budget is the County Reinsurance Limited capitalization. Loss Control/Training should not be taken from the P&C budget but a recommended \$5,000 is added for loss control and training in the area of WC. No allocations were made for the building because Alternative Service Concepts (ASC) is housed offsite. Costs for the ASC contract are budgeted under Third Party Administrator. Lester explained that the Pool hopes to break even on the WC program this year and begin to build equity by 2005. Lester also reviewed the P&C budget with 18.8% of the correlating expense items deducted. Premium contributions increased to include Tooele County, an increase in investment income and decrease in reinsurance premiums. Last year the contributed premium to reinsurance premium ratio was 35%. This year the ratio is 28% but Lester stated a goal of reducing the percentage to 20%. Staff is working with the Pool accountants to assure that capitalization is allocated correctly. The Pool is in violation of GASB 34 because equity in the building is not being shown on the financials. The Pool has not shown equity because the building agreement is not finalized. Lester will talk to the accountants to see if an amount should be including in the year end statements. The Board agreed with the 18.8% allocation to the expense items and directed Lester to change the Loss Control/Training item and bring a clean copy of both the WC budget and P&C budget to the Board for approval at the March meeting.

APPROVE AGRiP ADVISORY STANDARDS APPLICATION

Lester Nixon explained that the Association of Governmental Risk Pools (AGRiP) conducts a recognition program for pools that meet a set of advisory standards. The application is quite lengthy but, as a part of the application, the Board must review and approve the application prior to submittal to AGRiP. Lester reviewed the completed application with the Board (see attachment #7). Some carriers look for AGRiP recognition when providing reinsurance quotes. Lester is a member of the Recognition Committee and explained that if compliance is needed on any item the Committee will work with the Pool. There is a \$600 fee required and the recognition is renewable every three years. Jerry Grover made a motion to approve the AGRiP Advisory Standards Recognition Application. Lynn Lemon seconded the motion, which passed unanimously.

RATIFICATION and APPROVAL of PAYMENTS

Gene Roundy reviewed the payments made and the payments to be made with the Board (see attachment #8). Gene Roundy made a motion to approve the payments made and the payments to be made. Kay Blackwell seconded the motion, which passed unanimously.

SET DATE and TIME for CLOSED MEETING

Steve Wall made a motion to set the date and time of a closed meeting to discuss pending or reasonably imminent litigation for February 18, 2004 at 3:55 p.m. Steve Baker seconded the motion, which passed unanimously.

Jim Eardley made a motion to conclude the closed meeting to discuss pending or reasonably imminent litigation on February 18, 2004 at 4:05 p.m. Gene Roundy seconded the motion, which passed unanimously.

ACTION on LITIGATION MATTERS

Kent Sundberg made a motion authorizing settlement authority up to an amount of \$35,000 on claim number UTA03089370. Lynn Lemon seconded the motion, which passed unanimously.


Kent Sundberg made a motion authorizing settlement authority for mediation up to an amount of \$100,000 on claim number BOX02088270. Jim Eardley seconded the motion, which passed unanimously.

Kent Sundberg made a motion authorizing an amount of \$250,000 for the jury award and any costs and interest that might be awarded on claim number WEB00088040. Gene Roundy seconded the motion, which passed unanimously.

OTHER BUSINESS

The next meeting of the Board of Trustees will be held on March 18, 2004 at 10:00 a.m. at the Utah Counties Insurance Pool Building.

Respectfully submitted by Sonya White, Executive Assistant.

Approved on this 18 day of March 2004

Gene Roundy, UCIP Secretary-Treasurer

UTAH COUNTIES INSURANCE POOL

PLANNING SURVEY – 2004

Name(optional): _____ Title: _____

You may respond anonymously to this survey. However, we would like to know your position within your county.

1. What is your opinion of the job being done for you by the Utah Counties Insurance Pool?

☐ Excellent ☐ Good ☐ Fair ☐ Poor

Comments: _____

2. Why do you choose to continue with the Utah Counties Insurance Pool as your risk service provider?
(check all that apply)

- ☐ No other provider matches the price of UCIP.
- ☐ No other provider matches the services of UCIP.
- ☐ We know and trust UCIP.
- ☐ We like owning the company with the other Utah counties.
- ☐ We like the way UCIP handles our claims.
- ☐ We like the ease of communicating with UCIP staff and Board.
- ☐ No reason other than that's what we've always done.

Comments: _____

3. The way I view Utah Counties Insurance Pool has been influenced by: (check all that apply)

- ☐ Interaction with non-claims staff over the years.
- ☐ Attending workshops and other UCIP sponsored activities.
- ☐ Attending the annual membership meetings.
- ☐ Interaction with adjusters handling claims made against our County.

Comments: _____

4. What services would you like to receive from the Utah Counties Insurance Pool that you're not currently getting? (check all that apply)

- ☐ Health insurance.
- ☐ Voluntary benefit program for employees.
- ☐ Personal insurance products.
- ☐ Additional training (note areas in comments on next page).
- ☐ Assistance with procedures, manuals, contract, etc.

Comments: _____

5. In what areas, if any, are your expectations of the Utah Counties Insurance Pool not being met?

Comments: _____

6. What do you think is the most important challenge or opportunity facing the Utah Counties Insurance Pool today and what do you think the Board of Trustees should do about it?

Comments: _____

Thank you

RETURN SURVEY IN THE POSTAGE PAID ENVELOPE TO:

UCIP Board of Trustees
5397 South Vine Street
Salt Lake City, UT 84107
801-293-3480 fax

UCIP Board of Trustees

SURVEY

1. What would you like to get from the Board retreat scheduled for June 3-4?

2. Describe what you think are the two major strengths of UCIP.

3. Describe what you think are the two major weaknesses of UCIP.

4. Describe what you think are two major opportunities for UCIP.

5. Describe what you think are two major threats to UCIP.

INSURANCE INDUSTRY TRENDS TO WATCH

The insurance industry is at a critical juncture, with issues surrounding consolidation, pricing, legislative reforms and capital concerns shaping the market for 2004, according to industry predictions from the Tillinghast business of Towers Perrin.

"The poor economic environment, stock market volatility and credit losses of the past few years have taken their toll on the insurance industry, with some of the weaker players dropping out. Following a period where companies were always in reactive mode in response to an economic environment that no one expected, the industry may now be at a turning point where insurers have learned how to better navigate in uncertain conditions," says Patricia Guinn, Towers Perrin Executive Council member and Managing Director of the Tillinghast and Reinsurance businesses. "A tier of stronger players has emerged that is now ready to focus on growth strategies."

Given operating and financial pressures, insurers are trying to do one or both of the following to improve their business: (1) gain market share through acquisition and/or expanded distribution and (2) raise capital or otherwise make more efficient use of capital to stream-

line their business to focus on core competencies. "On average, we expect to see one significant insurance transaction per month over the next 24 months. Future deals will be about scale, distribution and restructuring," says John Nigh, M&A Practice Leader. "Sizable deals like St. Paul-Travelers and Manulife-Hancock are going to force consolidation among other players. Companies that previously considered themselves big will now be midsized."

Steve Lowe, Practice Leader Global P/C Insurance, predicts that the U.S. commercial P/C market will soon be dominated by a handful of major players, complemented by specialist firms operating in market niches. He notes, "In both personal and commercial lines, a strong brand will become more critical to success. Greater scale will be required to support the distribution of mass-market products. Size will be defined by companies like AIG and the new St. Paul-Travelers combination."

"The whole insurance industry is ripe for realignment, and most companies won't have the option of sitting on the sidelines," says Ms. Guinn. "A few major players will aggressively build scale and invest in brand strength, while others will be placing more focused bets in segments where they can create competitive advantage."

PROPERTY/CASUALTY INSURANCE INDUSTRY

Tillinghast foresees the following key issues for the P/C insurance industry in 2004:

■ **No relief in sight for tort costs.**

According to a recent Tillinghast study of the U.S. tort system, tort costs jumped almost 13% between 2001 and 2002, and we will continue to see double-digit increases for some time to come. "Don't expect a comprehensive federal solution while the pain is still localized," says Mr. Lowe. "Tort relief will be piecemeal in 2004, focusing on key issues like class-action abuses and asbestos reform."

■ **Reserve "surprises" will persist.**

Destabilization in claim costs, manifesting itself as an abrupt uptick in claim indicators or unanticipated claims from newly emerging risks, often leads to reserve and pricing problems — and there appears to be no shortage of these. "We expect more companies to announce reserve adjustments in the coming year, and there will be further withdrawals from certain areas, especially professional areas such as architecture, construction and engineering," says Amy Bouska, North America P/C Insurance Practice Leader.

UPDATE

A terrorist event could cost \$50 billion in workers' comp costs in a city like Boston or Chicago, where there are more generous benefits. That's a figure a pooling arrangement cannot handle.

■ A different kind of softening market?

Though many pundits are predicting a softening market, "Don't expect price cutting in 2004; there is just no appetite for it. Prices should begin to level out because they are perceived to be adequate, but they won't fall because the mood of the underwriters hasn't transitioned from fear to overconfidence," says Mr. Lowe.

This softening insurance market may, however, prove to be different from its predecessors regarding the use of alternative financing. "While the pace of insureds forming self-insured programs, including captives, will likely slow in a softening market, the reduction in the number of insurers due to consolidation and insolvency will lead to the continued formation of captives and other self-insured arrangements," says Jim Swanke, North America Risk Financing Practice Leader.

Captives will also play an increasing role as insureds deal with Sarbanes-Oxley's imperatives to manage their total corporate risk profile. "The Act is forcing most companies to reevaluate

enterprise risk management," says Mr. Swanke. "We'll see companies taking larger risk retentions across all lines in order to attract insurance industry participation for more catastrophic or difficult coverage lines."

■ **More thoughtful underwriting.** As insurers gain more confidence and work to better align business with capital, Tillinghast experts expect to see a "new religion" around underwriting. "We're looking for a meaningful integration of underwriting discipline with company goals in 2004," says Ms. Bouska. "Enterprise risk management and aggregation risk management — even in the casualty lines — are clearly the new order."

■ **Rating agencies: More "interventionist."** After a year like 2003, rating agencies will look beyond traditional balance sheet issues toward a broader, business management focus, according to Ms. Bouska. "Rating agencies will become much more interventionist," she says. "P/C insurers will need to be perceived as strong, and underwriters will be expected to have more 'skin in the game.'"

■ **Has the Terrorism Risk Insurance Act (TRIA) brought resolution to terrorism coverage?** While the threat of terrorist acts remains real, coverage for terrorism insurance seems to be falling off the radar screen. "Right now, it's probably among the top 10 issues on carriers' minds," says Mr. Lowe. "However, the issue should rapidly move up on the list to be front and center by the fourth quarter of 2004 when carriers begin to write contracts for January 1 renewals, which will include coverage beyond the life of TRIA."

As for an extension of TRIA beyond 2005, Mr. Lowe predicts it won't happen. In the meantime, the workers' compensation market remains a major concern. "A terrorist event could cost \$50 billion in workers' comp costs in a city like Boston or Chicago, where there are more generous benefits. That's a figure a pooling arrangement cannot handle," he says.



Utah Counties Insurance Pool
Serving Counties Since 1992

LOSS CONTROL MANAGER'S REPORT
BOARD OF TRUSTEES MEETING
18 FEBRUARY 2004
Mark Brady, Loss Control Manager

Since the last meeting:

1. Revised and sent out the Risk Management Program
2. Attended training at the DRI Conference on Civil Rights and Governmental Immunity.
3. Met with Sheriff's Association.
 - a. Endorsements for Search and Seizure
 - b. Full body restraint policies
 - c. Fall Training
4. Various training: Defensive Driving and Harassment.
5. Health Department Personnel Problems

Coming up:

1. Facilities Management Conference. 26 February 2004, Provo
2. Inspections at County facilities and Health Departments
3. Coordinating with Prosecution Council for Fall Civil Training
4. Planning and Zoning Conference, 1 April 2004, Provo
5. Insurance Coordinator Training, 20 April 2004, Ogden
6. Personnel Workshop, May 13-14, 2004
NOTE: Location change, now in Moab, at the Moab Valley Inn
7. On-site training as needed.

Sublease Agreement Report

Proposed Revisions

The special committee appointed by the UAC President to review the proposed sublease agreement with UCIP has met and makes the following recommendations to the UAC Board of Directors to clarify the ownership agreement between the two entities:

- Change the agreement from a twelve-year agreement to an eight-year agreement since that is the length of the outstanding debt.
- The UAC Board of Directors is the managing owner of the property.
- The maximum amount of ownership equity UCIP is allowed to acquire to be set at forty-nine (49) percent. Any payments for space leased above forty-nine (49) percent will be treated as rent at the same rate as debt service.
- All improvements to the property must receive prior approval from the UAC Board of Directors. (The cost of improvements are not included in the determination of owned equity).
- Each party will give a first right of refusal to purchase its ownership interest in the property to the other party.

AGENDA ITEM SUMMARY

Item Description

Consider Agreement with Utah Association of Counties for services and promotional opportunities

Background, Discussion

Costs of this proposal are as follows:

1. "Works Vendor Package"	\$ 4,080
2. Sponsorship of Newly Elected Officials Training	\$ 3,500 ¹
3. Exclusive insurance provider endorsement of UCIP by UAC	\$20,000 ²
4. Legislative representation	\$10,000
5. Property management reimbursement of UAC personnel est.	\$ <u>3,000</u> ³
TOTAL	\$40,580

¹ Training is every other year.

² Actual proposal is for .004 of gross annual premium paid by all counties.

³ An estimate based on 2003 reimbursement requests.

Recommendation

Staff will be able to calculate costs of alternatives for the Board to consider at the meeting.

A G R E E M E N T

THIS AGREEMENT is made this _____ day of _____, 2004, by and between the Utah Association of Counties ("UAC") and Utah Counties' Insurance Pool ("UCIP").

WHEREAS, UCIP desires to receive certain services and promotional opportunities from UAC; and

WHEREAS, UAC desires to provide UCIP certain specific services and promotional opportunities;

NOW, THEREFORE, in consideration of the mutual covenants and promises hereinafter set forth, the parties agree as follows:

For a period of two years, beginning January 1, 2004, and extending through and including December 31, 2005 and thereafter, for such further period as may be hereafter agreed by the parties, UAC will provide the following services for, and make available the following promotional opportunities to UCIP:

- 1. UAC will provide advertising, exhibit and sponsorship opportunities to UCIP in the form of the "Works Vendor Package," as more specifically set forth in Exhibit "A," attached hereto and by this reference incorporated herein, for an annual fee of Four Thousand Eighty Dollars (\$4,080.00). The fee the year 2005 shall be determined prior to January 31, 2005. Fees for such advertising, exhibit and sponsorship opportunities will be due and payable no later than fifteen (15) days prior to the date set for such promotional sponsorship or advertising opportunity.**
- 2. Any additional promotional opportunities, sponsorships or advertisements in UAC publications, meetings or events, not listed in this Agreement or in the attached Exhibit "A," provided to UCIP will be provided at an additional charge, based upon fees established by UAC. UAC will provide UCIP the opportunity for promotion, advertising and sponsorship of its "Newly Elected Officials Training Meetings" in the year 2005 for a fee of Three Thousand Five Hundred Dollars (\$3,500.00). Fees for such additional advertising, exhibit and sponsorship opportunities will be due and payable no later than fifteen (15) days prior to the date set for such promotional sponsorship or advertising opportunity.**
- 3. UAC will provide UCIP with the exclusive opportunity to promote its insurance programs and services at UAC events and meetings for a fee of .004% of the gross annual premium paid by all Counties which participate in UCIP's insurance**

programs. Fees for such exclusive promotional opportunity will be due and payable within fifteen (15) days from the date of receipt of the UAC billing for such services.

4. UAC will provide UCIP with legislative representation services during the 2004 and 2005 annual general sessions of the Utah State Legislature for a fee of Ten Thousand Dollars (\$10,000.00) per year. UAC's services are specifically limited to monitoring and notification. UAC will read proposed legislation and notify the UCIP Director concerning those bills which may have an impact upon UCIP operations. UAC will monitor legislative committee meetings and floor actions and notify and advise the UCIP when legislation impacting UCIP will be considered within a reasonable time frame. It is specifically understood between the parties that offered amendments, substitute bills and other actions are often taken with little or no prior notice to any interested parties. Moreover, bills may never be considered by the Legislature, even though they are scheduled for hearings. UAC will not contact individual legislators, prepare or present information for and in behalf of UCIP at any meeting, task force or informal gathering of legislators during the session. UAC is not responsible for any favorable or unfavorable outcome of any legislation impacting UCIP during the general sessions of the Utah State Legislature. Fees for such legislative representation services will be due and payable no later than one week prior to the commencement of the general legislative session.

5. UCIP will provide to UAC a summary, description, listing or other understanding of those legislative issues UAC is responsible to monitor for UCIP under the terms of this Agreement.

6. UAC will provide property management services to UCIP for the office building located at 5397 South Vine Street, Salt Lake City, Utah. Those services include negotiating, monitoring and payment of ongoing maintenance contracts, allocation of utility and maintenance charges, negotiating, monitoring and payment of repair contracts and services for shared equipment and for the building itself, allocation and payment of debt service fees and charges, and monitoring, allocation and payment of real estate taxes and services and appeal of taxes when appropriate.

7. UAC will bill UCIP quarterly for property management services at an hourly rate established by UAC. All fees due from UCIP for quarterly property management fees will be due and payable within fifteen (15) days from the date of receipt of the written billing statement from UAC. Any management fee not paid when due shall accrue interest at the rate of 1.5% per month from the first day of the quarter in which said services were provided, up to and including the date of payment.

8. This agreement shall be construed, regulated and enforced under and by the laws of the state of Utah, without regard to conflict of law principles. Venue in the event of

any need for any legal action arising out this Agreement shall be in Salt Lake County, Utah.

9. If any party to this Agreement shall be found to be in breach of its responsibilities arising under this Agreement, the non-breaching party shall be entitled to reimbursement for costs and fees, including a reasonable attorney's fee, incurred in enforcing such non-breaching party's rights arising under this Agreement.

IN WITNESS WHEREOF this Agreement has been executed at Salt Lake City, Salt Lake County, State of Utah, on the day and year first above written.

UTAH ASSOCIATION OF COUNTIES ("UAC")

**L. BRENT GARDNER, Executive Director
Its Duly Authorized Agent**

UTAH COUNTIES' INSURANCE POOL ("UCIP")

**By: _____
Its Duly Authorized Agent**

WORKERS COMPENSATION
BUDGET

2004

REVENUE

Premiums Written	940,738
Investment Income	20,000
TOTAL REVENUE	960,738

LOSSES AND LOSS EXPENSES

Losses	470,669
Reinsurance	223,532
Third Party Administrator	110,000
TOTAL LOSS EXPENSES	804,201

ADMINISTRATION EXPENSES

Accounting	8,000
Actuarial Analysis	4,000
Automobile Expense	1,410
Automobile Reserve	3,760
Bank Charges	200
Board Expense	5,264
Brokerage Fees	25,000
Building: Maintenance	
Building: Repairs & Replacement	
Building: Reserve	
Capitalization	48,989
Copying Costs	
Dues / Subscriptions	
Exhibiting & Sponsorship	1,880
Information Technology	
Lease Purchase	
Lobbying & Legislative Tracking	1,880
Loss Control / Training	2,632
Office Insurance	
Office Supplies	
Other Expenses	
Postage	
Incentives	940
Printing	
Professional Fees	
Property & Equipment	
Staff Expenses	5,640
Staff Salaries	31,374
Staff Retirement	7,047
Staff FICA	1,945
Staff Medical Insurance	6,577
Telephone	
TOTAL ADMINISTRATION	156,537

TOTAL LOSSES AND EXPENSES	960,738
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NET INCOME	0
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EQUITY / RESERVES

Capital (CRL)	28,031
TOTAL EQUITY	28,031

UTAH COUNTIES INSURANCE POOL

General Budget

2004

REVENUE

Premiums Written	4,235,916
Investment Income	250,000
Retained Equity	0
TOTAL REVENUE	4,485,916

LOSSES AND LOSS EXPENSES

Losses	2,000,000
Reinsurance	1,200,317
TOTAL LOSS EXPENSES	3,200,317

ADMINISTRATION EXPENSES

Accounting	18,700
Actuarial Analysis	8,500
Automobile Expense	6,090
Automobile Reserve	16,240
Bank Charges	100
Board Expense	22,736
Brokerage Fees	80,000
Building: Maintenance	12,000
Building: Repairs & Replacement	5,634
Building: Reserve	17,260
Capitalization	145,846
Copying Costs	1,200
Dues / Subscriptions	3,500
Exhibiting & Sponsorship	8,120
Information Technology	64,000
Lease Purchase	70,000
Lobbying & Legislative Tracking	8,120
Loss Control / Training	11,368
Office Insurance	5,500
Office Supplies	7,500
Postage	1,500
Incentives	4,060
Printing	2,000
Professional Fees	15,000
Property & Equipment	30,000
Staff Expenses	24,360
Staff Salaries	258,626
Staff Retirement	60,586
Staff FICA	21,895
Staff Medical Insurance	50,923
Telephone	5,500
TOTAL ADMINISTRATION	986,864

TOTAL LOSSES AND EXPENSES	4,187,181
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NET INCOME	298,736
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EQUITY / RESERVES

Automobile	48,420
Building Debt Service	86,300
Building Repairs & Replacement	28,170
Capital (CRL)	145,846
TOTAL DESIGNATED RESERVES	308,736

UTAH COUNTIES INSURANCE POOL
General Budget

2004

REVENUE

Premiums Written	4,053,237
Investment Income	175,000
Retained Equity	318,382
TOTAL REVENUE	4,546,619

LOSSES AND LOSS EXPENSES

Losses	2,000,000
Reinsurance	1,635,252
TOTAL LOSS EXPENSES	3,635,252

ADMINISTRATION EXPENSES

Accounting	18,700
Actuarial Analysis	8,500
Automobile Expense	7,500
Automobile Reserve	20,000
Bank Charges	100
Brokerage Fees	80,000
Board Expense	28,000
Building: Maintenance	12,000
Building: Repairs & Replacement	5,634
Building: Reserve	17,260
Copying Costs	1,200
Dues / Subscriptions	3,500
Exhibiting & Sponsorship	10,000
Information Technology	64,000
Lease Purchase	70,000
Lobbying & Legislative Tracking	10,000
Loss Control / Training	14,000
Office Insurance	5,500
Office Supplies	7,500
Postage	1,500
Incentives	5,000
Printing	2,000
Professional Fees	15,000
Property & Equipment	30,000
Staff Expenses	30,000
Staff Salaries	290,000
Staff Retirement	67,633
Staff FICA	23,840
Staff Medical Insurance	57,500
Telephone	5,500
TOTAL ADMINISTRATION	911,367

TOTAL LOSSES AND EXPENSES	4,546,619
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NET INCOME	0
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EQUITY / RESERVES

Automobile	48,420
Building Debt Service	86,300
Building Repairs & Replacement	28,170
TOTAL DESIGNATED RESERVES	162,890

AGENDA ITEM SUMMARY

Item Description

Approve Advisory Standards Recognition Application to AGRIP.

Background, Discussion

AGRIP conducts a recognition program for pools that meet a set of advisory standards. The application is quite lengthy but, as a part of the application, the Board must review and approve the application prior to submittal to AGRIP. The application will be available for review by Board members during the Board's meeting.

There is a \$600.00 fee required by AGRIP. The recognition is renewable every three years.

Recommendation

Staff recommends approval of the application to AGRIP for advisory standards recognition.

AGRIP
Advisory Standards Recognition
Application
(SELF-EVALUATION FORM)
(APRIL 17, 2003 VERSION)

Name of Pool

Utah Counties Insurance Pool (UCIP)

City, State

Salt Lake City, Utah

I. GOVERNMENT REGULATIONS

- I-A. The Pool files applicable formation documents and revisions with appropriate local, state and national authorities.

Explain how this requirement is met by citing appropriate documents and the agency where they are filed, or why this standard is not applicable.

UCIP is a Utah interlocal entity formed under Utah Code 11-13-101. Parties to the
formation of UCIP must pass a resolution making them a party to the Interlocal
Cooperation Agreement. The only statutory requirement is to file the agreement with
the Clerk of each member. A formation document for the Workers' Compensation
Program is the self-insurers' permit required by the Division of Industrial Accidents of
the Utah Department of Labor.

- I-B. The pool maintains documents reflecting its federal and state tax status, and if applicable, timely files applicable tax returns.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents and date of most recent tax return, or why this standard is not applicable.

As a Utah political subdivision, UCIP is exempt from taxes by statute UCA 11-17-10
and UCA 59-2-1101. UCIP is exempt from federal taxes under Section 115 of the income
tax code. UCIP files appropriate forms with concerned agencies.

- I-C. The pool files timely reports in whatever form required by the state of domicile and maintains copies of the reports.

Explain how this requirement is met by citing date of most recent report and agency where it is filed, or why this standard is not applicable.

State Auditor requires a) Public Hearing on annual budget-set for 12/18/03 b) budget
must be filed by January 1 each year and this will be complied with (new requirement)
and c) independent auditor's report must be filed with State Auditor (complied 3/5/03).
Division of Industrial Accidents requires annual renewal of self-insurers' permit for
Workers' Compensation pool. Copies are maintained in office of all renewals.

- I-D. If the pool is subject to state operating rules, it complies with such rules, and its records reflect compliance.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents and regulations, or why this standard is not applicable.

Utah Code 11-13-101 et seq is the Interlocal Cooperation Act that describes interlocal entities and their powers. There are no specific operating rules for interlocal entities. The Division of Industrial Accidents has specific rules for self-insureds and applies some of those rules to intergovernmental risk pools, which UCIP adheres to.

II. GOVERNING DOCUMENTS

II-A. The pool maintains signed originals of the formation documents and revisions.

Cite governing documents on file with dates originals were signed and dates of any revisions.

Signed originals of the Bylaws and Interlocal Cooperation Agreements are maintained in UCIP's office dated November 1991, November 1993 (revised), April 1997 (revised), July 1998 (revised), November 2002 (revised), November 2003 (revised).

II-B. The pool maintains signed originals of the pooling agreement with every member.

Cite pooling agreement documents on file with dates originals were signed and dates of any revisions.

Same as II-A

II-C. The governing documents comply with applicable laws.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents and regulations, or why this standard is not applicable.

The Interlocal Agreement cites that it intends to conform to applicable laws, 2nd paragraph and Section 17. The Agreement's latest revision of November, 2003, was reviewed for compliance by Contract counsel.

II-D. Governing Documents:

II-D-1. The governing documents contain provisions that address membership eligibility criteria.

Cite specific sections or provisions of governing documents in which this is addressed.

Article 4.1, Bylaws

II-D-2. The governing documents contain provisions that address obligations of members.

Cite specific sections or provisions of governing documents in which this is addressed.

Article 4.5, Bylaws

II-D-3. The governing documents contain provisions that address membership termination.

Cite specific sections or provisions of governing documents in which this is addressed.

Article 9, Bylaws

- II-D- 4. The governing documents contain provisions that address selection procedures and qualifications for the pool's governing body.

Cite specific sections or provisions of governing documents in which this is addressed.

Articles 5.1 to 5.5, Bylaws

- II-D-5. The governing documents contain provisions that address powers and duties of the governing body and committees.

Cite specific sections or provisions of governing documents in which this is addressed.

Articles 5.13 and 5.14, Bylaws

- II-D-6. The governing documents contain provisions that address indemnification for liability of members of the governing body, officers, committee members and staff of the pool.

Cite specific sections or provisions of governing documents in which this is addressed.

Article 11, Bylaws

- II-D-7. The governing documents contain provisions that address use and ownership of assets of the pool and how the pool may distribute surplus to its members.

Cite specific sections or provisions of governing documents in which this is addressed.

Article 10, Bylaws

- II-D-8. The governing documents contain provisions that address assessments, if any.

Cite specific sections or provisions of governing documents in which this is addressed.

Article 3.4, Bylaws

- II-D-9. The governing documents contain provisions that address actuarial reviews.

Cite specific sections or provisions of governing documents in which this is addressed.

Article 5.14 (d), Bylaws

- II-D-10. The governing documents contain provisions that address financial audits

Cite specific sections or provisions of governing documents in which this is addressed.

Article 5.14 (b), Bylaws

- II-D-11. The governing documents contain provisions that address dissolution of the pool.

Cite specific sections or provisions of governing documents in which this is addressed.

Article 4.3 (c), Bylaws

II-E. The practices of the pool are in compliance with its governing documents.

Explain how this requirement is met.

Chief Executive continuously monitors pool practices. The Bylaws are regularly reviewed and submitted to the Membership for a vote to make necessary changes to conform the document to practice.

III. STAFF AND SERVICE PROVIDERS

III-A. If the pool employs a staff, there is documentation of the pool's authority regarding employment of staff and required governing body action relating to terms of employment, scope of staff authority, conflict of interest and indemnification for liability.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or why this standard is not applicable.

Employment, staff authority, and conflicts of interest are addressed in the "UCIP Employment Policies and Procedures Manual" adopted by the Board of Trustees on August 21, 2003. Indemnity is addressed in the Bylaws at Article II. Chief Executive And Trustees annually sign conflict of interest statements.

III-B. The Pool has signed contracts with its major service providers.

Explain how this requirement is met by describing the services being provided. *If the services are provided "in-house" rather than by a contractor enter "in-house" under "contractor".*

	<u>Contractor</u>	<u>Services Provided</u>	<u>Effective Date Current Contract</u>
1. Administrator	In house		
2. Insurance Broker	AJ Gallagher	Insurance brokerage consultant	1/1/2003
3. Risk Control	In house		
4. Investment Manager	In house		
5. Claims Administrator	In house as of 1/1/2004 (liability) Alternative Service Concepts(TPA) Workers Compensation		1/1/2004

III-C. Service provider contracts:
Cite specific sections of the service provider contracts listed in III-B. that address the following provisions and requirements or state why such provisions and requirements do not need to be addressed.

III-C-1. Term

	<u>Contractor</u>	<u>Contract Section(s)</u>
1. Administrator		
2. Insurance Broker	AJ Gallagher	II-E
3. Risk Control		
4. Investment Manager		
5. Claims Administrator	ASC	Section 5.A.

III-C-2. Scope of services and responsibilities of contractors

	<u>Contractor</u>	Contract Section(s)
1. Administrator		
2. Insurance Broker	AJ Gallagher	II-A
3. Risk Control		
4. Investment Manager		
5. Claims Administrator	ASC	A. (1)

III-C-3. Compensation

	<u>Contractor</u>	Contract Section(s)
1. Administrator		
2. Insurance Broker	AJ Gallagher	II-F
3. Risk Control		
4. Investment Manager		
5. Claims Administrator	ASC	Section 2.A.

III-C-4. Periodic Reporting

	<u>Contractor</u>	Contract Section(s)
1. Administrator		
2. Insurance Broker	AJ Gallagher	Not addressed, as needed
3. Risk Control		
4. Investment Manager		
5. Claims Administrator	ASC	A.16

III-C-5. Ownership and confidentiality of pool information and data

	<u>Contractor</u>	Contract Section(s)
1. Administrator		
2. Insurance Broker	AJ Gallagher	II-C (1)
3. Risk Control		
4. Investment Manager		
5. Claims Administrator	ASC	Section 6

III-C-6. Compliance with pool and state conflict of interest policy and/or regulations

	<u>Contractor</u>	Contract Section(s)
1. Administrator		
2. Insurance Broker	AJ Gallagher	II-C (4&5)
3. Risk Control		
4. Investment Manager		
5. Claims Administrator	ASC	Section 12

III-C-7. Indemnification of the pool for the provider's negligence and proof of errors and omissions insurance

	<u>Contractor</u>	Contract Section(s)
1. Administrator		
2. Insurance Broker	AJ Gallagher	II-C (2)
3. Risk Control		
4. Investment Manager		
5. Claims Administrator	ASC	Section 11

III-C-8. Assignability

	<u>Contractor</u>	Contract Section(s)
1. Administrator		
2. Insurance Broker	AJ Gallagher	II-C (6)
3. Risk Control		
4. Investment Manager		
5. Claims Administrator	ASC	Section 9

III-C-9. Competition between the service provider and the pool during and after the contract

	<u>Contractor</u>	Contract Section(s)
1. Administrator		
2. Insurance Broker	AJ Gallagher	II-C (7)
3. Risk Control		
4. Investment Manager		
5. Claims Administrator	ASC	Section 4

III-C- 10. Cancellation, including runoff provisions for claims contractors

	<u>Contractor</u>	Contract Section(s)
1. Administrator		
2. Insurance Broker	AJ Gallagher	II-E
3. Risk Control		
4. Investment Manager		
5. Claims Administrator	ASC	Section 5.A. (1&2)

III D. The pool obtains independent legal advice as necessary

Explain how this requirement is met.

Barbara Berrett, JD, consults as needed with UCIP. Budgeted item under Contractual services.

IV. MEMBER SERVICES

IV-A. The pool communicates policy decisions, actions of the governing body and other activities to its members through annual reports, regular newsletters and/or other media.

Explain how this requirement is met, or why this standard is not applicable.

The way UCIP communicates to its membership: Annual Membership Meeting,
annual training for Insurance Coordinators, comprehensive website (maintained and kept

current), will initiate annual report in 2004.

- IV-B. If the pool is not subject to open meetings laws or public records laws, the pool keeps minutes of all meetings of its governing body and substantive committees and distributes or makes them available to all members.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or why this standard is not applicable.

UCIP is subject to Utah Open and Public Meeting Act UC 52.4. Bylaws at 6.2
requires notices of meetings and public notice to conform to Utah law.

- IV-C. The pool develops and conducts educational programs for its members addressing safety, risk management and other appropriate topics and encourages member participation in such activities.

Explain how this requirement is met by describing most recent programs, topics and methods for encouraging member participation. Or explain why this standard is not applicable.

Annually conduct (a) Personnel Workshop (b) Facilities Maintenance Workshop (c) Civil
Attorneys Workshop. Training is delivered on member premises upon request for many
different topics. UCIP charges minimal, if any, for sessions. The incentive program has
a training requirement.

- IV-D. The pool provides risk control services; supports risk management among its members and promote risk control guidelines among its members.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or why this standard is not applicable.

UCIP employs a full-time Loss Control Manager. UCIP has an incentive component to its
Loss Control program that will return up to 5% of premium for full compliance. A Board-
adopted goal is "To help with individual county Risk Management training". The
Bylaws at 9.2 (a) provide for member expulsion for failure to follow or implement
loss control recommendations.

- IV-E. The pool conducts annual loss prevention and risk control surveys and/or inspections.

Explain how this requirement is met by briefly describing loss control services offered to members, or why this standard is not applicable.

Loss Control Manager performs one risk control survey each year on-site for each
member. The inspection is part of incentive program.

- IV-F. The pool encourages members to transfer risk contractually whenever appropriate.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or why this standard is not applicable.

Part of incentive program. Loss Control Manager is an attorney and available to assist with drafting transfers.

- IV-G. If property coverage is provided, the pool maintains accurate records of members' property values.

Explain how this requirement is met by or why this standard is not applicable.

UCIP maintains records and updates them as notified by members.

V. COVERAGES

- V-A. The pool regularly reviews insurance market trends, competition, coverage and pricing.

Explain how this requirement is met by or why this standard is not applicable.

Broker and chief executive report on market conditions at each Board meeting.

- V-B. The pool has written, objective underwriting and/or rating procedures that relate to the exposures covered and the losses experienced by pool members.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or why this standard is not applicable.

The pool consistently applies underwriting data and loss experience in an objective formula to arrive at premiums. Actuary conducts a funding adequacy review to assure enough premiums are being collected.

- V-C. The pool provides appropriate coverage documents to its members.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or why this standard is not applicable.

Each member receives a coverage agreement annually.

- V-D. The pool communicates changes to its members.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents or other communications methods, or why this standard is not applicable.

UCIP has 27 members. Changes are faxed and emailed to each member's contact person.

- V-E. The pool has a resolution process for claims and coverage disputes with its members.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or why this standard is not applicable.

Article XII of Bylaws and Part II, E, of coverage agreement

- V-F. The pool has a strategy to deal with catastrophic loss.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or why this standard is not applicable.

Pool purchases reinsurance. There is no coverage provided to members above SIR that is not reinsured. Pool has \$6 million in surplus on net written premium of \$2.8 million P&C premium. Work Comp reinsurance is statutory.

- V-G. If the pool purchases excess and/or reinsurance or uses other forms of risk transfer or risk sharing, it maintains files of all related current and former binders, correspondence, policies, endorsements and certificates and makes copies of such policies available to all members who so request.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, and explain how members may obtain policies. Or explain why this standard is not applicable.

All files and copies are maintained at UCIP offices. Members merely need request copies to obtain same.

- V-H. The pool provides certificates or other evidence of coverages to all members.

Explain how this requirement is met, or why this standard is not applicable.

Arthur J. Gallagher performs this function as part of their contract.

- V-I. If the pool purchases excess and/or reinsurance, the pool makes periodic evaluations of the quality, stability and financial solvency of all insurance providers.

Explain how this requirement is met, or why this standard is not applicable.

Gallagher performs this function as part of their contract. Chief Executive may refer to A.M. Best for reference on insurers.

- V-J. The pool insures or self-insures its administrative and operational risks, including errors and omissions, general and auto liability, workers' compensation, property, employee fidelity and fiduciary liability.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or why this standard is not applicable.

UCIP is an insured under its coverage agreement for all lines except property.

Property is on a policy with the Utah Association of Counties (shared building).

- V-K. If the pool purchases insurance to cover its operational risk exposures, it maintains both current and historical files of policies.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or why this standard is not applicable.

All files and records are maintained at UCIP headquarters.

VI. FUNDING

- VI-A. An Actuarial study determining reserve adequacy is conducted and a report is issued annually, signed by a fellow of the Casualty Actuarial Society or a member of the American Academy of Actuaries, independent of the pool.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents and date of most recent actuarial report, or why this standard is not applicable.

Required by 5.14 (d) of the Bylaws. A reserve analysis was conducted for the insuring Period of 1/1/2002 to 12/31/2002. Signed by Glenn Taylor ACAS MAAA

- VI-B. The pool fully funds for losses, loss development, incurred but not reported losses, loss adjustment expenses, unallocated loss adjustment expenses and adverse experience at a level set by the governing body based on advice of a fellow of the Casualty Actuarial Society or a member of the American Academy of Actuaries.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or why this standard is not applicable.

Following the annual reserve analysis, UCIP's accounting firm, by order of the Board, adjusts the financial statement to reflect the above provisions made by the actuary. The Board funds at the expected level of losses set by the actuary.

VII. FINANCIAL MANAGEMENT

- VII-A. The governing body of the pool adopts an annual budget.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or why this standard is not applicable.

Article 5.14 (e) of the Bylaws

- VII-B. The pool has a written policy that addresses preparation of pool financial statements in accordance with generally accepted accounting principles as applied to pools or as required by state law.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents and dates the policies were created and/or revised. Or explain why this is not applicable.

Article 5.14 (b) of the Bylaws

- VII-C. The pool's accounting policy addresses adherence to accounting standards promulgated by the Governmental Accounting Standards Board, the Financial Accounting Standards Board, and any applicable state regulatory body.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or why this standard is not applicable.

There is no requirement in policies or statutory; however GASB is adhered to.

VII-D

An annual audit of the pool's financial records is conducted by a qualified independent certified public accountant or state audit agency that issues a signed opinion regarding the financial statements.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents and date of most recent audit, or why this standard is not applicable.

Article 5.14 (b and g) of Bylaws

VII-E.

The audit includes an independent auditor's report on internal controls.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or why this standard is not applicable.

There is no procedural requirement. The independent auditor comments on compliance and internal control over financial reporting based upon the audit performed in accordance with Governmental Auditing Standards.

VII-F.

The pool responds to any reportable conditions in the report on internal controls within a reasonable period of time.

Explain how this requirement is met, or why this standard is not applicable.

The chief executive immediately responds, providing copies of the response to the Board of Trustees

VII-G.

Financial reports of the pool are distributed to or otherwise made available to pool members.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents and how members may obtain copies of financial reports. Or explain why this is not applicable.

Article 5.14 of the Bylaws requires the Audit Committee to report the results of the annual financial audit to the membership at the annual membership meeting.

VII-H.

Investment policies

VII-H-1.

The pool has written policies that address explicit delegation of authority regarding investment decisions to appropriate employees or outside investment managers.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or why this standard is not applicable.

Investment Policy was adopted by the Board on August 21, 2003.

VII-H-2.

The pool has written policies that provide for appropriate internal controls.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or why this standard is not applicable.

Internal controls are part of the Investment Policy Section V.c

VII-H-3. The pool has written policies that address safekeeping and custodial procedures.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or why this standard is not applicable.

Addressed in Investment Policy, Section X

VII-H-4. The pool has written policies that provide for a process to monitor its investment activities.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or why this standard is not applicable.

Addressed in Investment Policy, Section XIII

VII-H-5. The pool has written policies that address allocation of assets and portfolio diversification consistent with state and federal regulations and prudent investment practices.

Explain how this requirement is met by citing appropriate documents and relevant regulations, or why this standard is not applicable.

Investment Policy requires investments be allocated according to State Money
Management Act, UC 51-7-11

VII-H-6. The pool has written policies that provide for annual reviews of the pool's investment policies by the governing body.

Explain how this is met by citing date of most recent review, or why this is not applicable.

Addressed in Investment Policy, Section XIV

VII-H-7. The pool has written policies that provide for periodic reviews of investment results and comparisons with set goals and external indices.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents and date of most recent review, or why this standard is not applicable.

Addressed in Investment Policy, Section XIII. Goal set for returns is to meet or exceed
Utah Public Treasurer's Investment Fund

VII-H-8. The pool has written policies that provide for distribution of reports of investment activities to the pool's governing body at least quarterly.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents and date of most recent report, or explain why this standard is not applicable.

Addressed in Investment Policy, Section XIII

VIII. CLAIMS MANAGEMENT

VIII-A. The pool has written procedures that include settlement authority structure, internal review and audit procedures, and loss reserving and monitoring.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents and dates that policies were originally developed and/or revised. Or explain why this standard is not applicable.

UCIP Liability Procedure Manual

- VIII-B. The pool maintains a comprehensive claims management information system, including tracking of claims and distribution of status reports to members on a regular basis.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents and date of most recent report, or explain why this standard is not applicable.

Yes, Mountain View Software system

- VIII-C. The pool maintains a litigation management program, that includes but is not limited to establishment of a list of qualified attorneys when applicable, establishment of reporting procedures, and ongoing monitoring and case management, including evaluation of legal expenses.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or explain why this standard is not applicable.

Maintain list of qualified firms per 5.13 (o) of Bylaws. Claims Manager provides detailed reporting instructions to attorneys with each assignment. Claims Manager monitors activity and billing. UCIP has a very active Litigation Management Committee made up of member civil attorneys who review all active litigation and make recommendations to the Board.

- VIII-D. In addition to the tests conducted during the course of a financial audit, a claims audit is conducted at least once every three years regardless of whether claims are handled by in-house staff or by an outside service provider.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents and date of most recent claims audit, or explain why this standard is not applicable.

Last audit conducted by Ernst and Young dated 4/12/99. Will have audit done In 2004 as we are taking claims in-house.

- VIII-E. The claims audit:

- VIII-E-1. The claims audit includes determination that claims were handled in a timely and efficient manner.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or explain why this standard is not applicable.

Will be part of instructions to auditor.

- VIII-E-2. The claims audit includes determination that the claims administrator adequately communicated with the pool, its members and claimants.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or explain why this standard is not applicable.

Will be part of instructions to auditor.

VIII-E-3. The claims audit includes determination that case reserving practices were reasonable.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or explain why this standard is not applicable.

Will be part of instructions to auditor.

VIII-E-4. The claims audit includes determination that loss experience reports accurately reflect case reserves and payments.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or explain why this standard is not applicable.

Will be part of instructions to auditor.

VIII-F. The claims audit is conducted by a qualified firm or individual engaged by the pool that is independent of the pool and its claims service providers or insurers.

Explain how this requirement is met, or explain why this standard is not applicable.

Plan to use Tillinghast in 2004.

VIII-G. The claims auditor issues a report on the condition of the pool's claims handling and reserving practices noting significant exceptions and/or deficiencies.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents and date of most recent report, or explain why this standard is not applicable.

Will be part of instructions to auditor.

VIII-H. The pool adequately addresses all exceptions or deficiencies noted in the claims audit within a reasonable period of time.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or explain why this standard is not applicable.

Chief executive is very experienced in this area and would respond to reported deficiencies immediately.

IX. PROFESSIONAL DEVELOPMENT

IX-A. Members of the governing body of the pool participate in relevant professional conferences and seminars presented by organizations other than the pool.

Explain how this requirement is met by citing meetings that trustees normally attend or most recent meetings attended. Or explain why this standard is not applicable.

Two of 12 Trustees attended national PRIMA in 2003.

Six Trustees attended AGRIP Governance in 2003.

IX-B. Pool staff participates in relevant professional development programs.

Explain how this requirement is met by citing meetings that staff members normally attend or most recent meetings attended. Or explain why this standard is not applicable.

All staff attends local PRIMA.

Claims Manager attends monthly claims association meetings.

Loss Control Manager attends national PRIMA, DRI.

Executive Assistant attended 2003 CAJPA

IX-C. The pool chief executive officer regularly attends relevant state and national professional conferences and seminars.

Explain how this requirement is met by citing meetings that the CEO normally attends or most recent meetings attended. Or explain why this standard is not applicable.

Chief executive attended last 3 national PRIMA, 7 of last 9 AGRIP seminars. Regularly attends local PRIMA, CPCU and RIMS meetings.

IX-D. Pool staff members obtain educational degrees, relevant professional designations and other certifications.

Explain how this requirement is met by citing programs in progress or degrees and designations currently held by staff members. Or explain why this standard is not applicable.

Three of five staff have undergraduate degrees. Chief Executive has CPCU, currently pursuing ARE, LC manager has JD, Claims Manager has GCA, pursuing ARM

IX-E. Pool staff members participate in relevant professional organizations.

Explain how this requirement is met by briefly describing organizations and level of staff participation, or explain why this standard is not applicable.

All staff participates in PRIMA locally. Chief executive - AGRIP, CPCU Society; Loss Control Manager – SHRM, relevant attorney groups; Claims Manager Utah Claims Association

IX-F. The pool provides adequate funding to support professional development.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or explain why this standard is not applicable.

Personnel Policy provides \$500 for tuition reimbursement. Budget has line item for staff travel and expenses to cover employee costs of professional development. Goal #9 of UCIP Planning Document, "Board members and staff pursue technical and skill development opportunities".

X. ORGANIZATIONAL PLANNING

- X-A. The pool develops and maintains a long-range or strategic plan that contains a mission statement and clearly defined goals and objectives.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents, or explain why this standard is not applicable.

Board annually reviews and expands on its document, "UCIP Pool Planning Document". This document contains a mission statement and clearly defined goals and objectives.

- X-B. The pool regularly reviews and revises its long-range or strategic plan.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents and date of most recent review and/or revision of long-range plan. Or explain why this standard is not applicable.

UCIP Pool Planning Document adopted 7-17-2003. The Board intends to annually review long range plan, which is part of the Pool Planning Document.

- X-C. The pool regularly develops a short-term or operational work plan based on its long-range or strategic plan.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents and date that current work plans was developed. Or explain why this standard is not applicable.

The UCIP Pool Planning Document contains a short-term work plan with goals for the current year. Annual goals are also incorporated in the annual evaluation of the Chief Executive.

- X-D. The pool's governing body and staff regularly review the work plan to ensure that activities are completed and goals and objectives are met.

Explain how this requirement is met by citing specific sections or provisions of appropriate documents and date of most recent review. Or explain why this standard is not applicable.

Chief Executive reports on goals to the Board at each meeting.

Agreement

Recipients of the Advisory Standards Recognition sponsored by the Association of Governmental Risk Pools acknowledge that the program was developed to encourage and promote compliance with AGRIP's Advisory Standards. The Recognition acknowledges that the recipient's self-evaluation demonstrates general compliance with the recommended operational practices and documentation. The Advisory Standards are intended to be a benchmark to measure and guide but do not attest to the solvency nor define the capacity, content or quality of organizational and operational characteristics of public entity risk and employee benefit pools.

Recipients of the Advisory Standards Recognition agree not to use the Recognition in any way that implies or suggests that through the Recognition AGRIP guarantees that the pool is appropriately managed or financially solvent.

Please complete the following Verification section and attach a copy of a Board Resolution or minutes from a Board meeting in which this self-evaluation form was approved. Evaluations forms will not be accepted unless they are signed by the chairperson of the executive committee or the board of directors.

Verification

Name of Pool: Utah Counties Insurance Pool

Name and Title of Contact Person: Lester J. Nixon, Chief Executive Officer

Street Address: 5397 South Vine Street

City: Salt Lake City State: UT ZIP: 84107

Telephone: 801-293-3098 Fax: 801-293-3480

Date of Completion: February 18, 2004

This evaluation was conducted by

Lester J. Nixon, Chief Executive Officer
(Name of Committee or Person and Title)

This evaluation was reviewed and approved by the executive committee or board of directors/trustees:

Signature: _____

Name: Dan R. McConkie

Title: President
(Chair of the Board or Executive Committee)

January 16 - February 18, 2004

January 16 - February 18, 2004

Type	Date	Num	Name	Memo	Split	Amount
WF-Expense						
Check	1/27/2004	VISA	Wells Fargo	Account Number: 4856 2002 0646 9788	-SPLIT-	-760.03
Check	1/27/2004	VISA	Wells Fargo	Account Number: 4856 2002 0633 9635	-SPLIT-	-824.50
Check	1/27/2004	VISA	Wells Fargo	Account Number: 4856 2002 0646 9796	-SPLIT-	-300.58
Liability Check	1/29/2004		QuickBooks Payroll Service	Created by Payroll Service on 01/26/2004	-SPLIT-	-7,932.69
Check	1/29/2004	2261	United States Treasury		-SPLIT-	-1,626.66
Check	1/29/2004	2262	AGRIP	Spring Conference, Santa Barbara	-SPLIT-	-1,415.00
Check	1/29/2004	2263	PEHP-LTD	Coverage Period: January 2004	Medical	-145.10
Check	1/29/2004	2264	Alexander Hamilton Institute, Inc.	The Complete Policy Handbook CD	Loss Control / Training	-87.50
Check	1/29/2004	2265	FedEx	Invoice Number: 1-554-79093	Postage	-8.41
Check	1/29/2004	2266	Office Depot	Account Number: 35538769	-SPLIT-	-948.86
Check	1/29/2004	2267	Quinlan Publishing Group	84107UT53 WC4350	Loss Control / Training	-89.00
Check	1/29/2004	2268	Thompson Publishing Group, Inc.	Priority Code: NKJ64655	Loss Control / Training	-379.00
Check	1/29/2004	2269	TriCounty Health Department	UCIP-04.100-39	Premiums Written	-757.00
Check	1/29/2004	2270	TelAmerica	Invoice Number: 1551656	Telephone	-14.65
Check	1/29/2004	2271	TelAmerica	Invoice Number: 1550913	Telephone	-31.56
Check	1/29/2004	2272	AJ Gallagher Risk Management Services Inc	Invoice Number: 206682	Brokerage Fee	-80,000.00
Check	1/29/2004	2273	AJ Gallagher Risk Management Services Inc	Invoice Number: 206677	Crime	-35,739.00
Check	1/29/2004	2274	AJ Gallagher Risk Management Services Inc	Invoice Number: 207994	Boiler & Machinery	-38,670.00
Check	1/29/2004	2275	Thompson Publishing Group, Inc.	Account Number: 5545124	Loss Control / Training	-359.00
Check	1/29/2004	2276	LexisNexis Matthew Bender	Account Number: 0099007508	-SPLIT-	-287.10
Check	1/29/2004	2277	Steven Wall	Mileage Reimbursement	Board Expense	-123.75
Check	1/29/2004	2278	Gene Roundy	Mileage Reimbursement	Board Expense	-196.50
Check	1/29/2004	2279	Dan McConkie	Mileage Reimbursement	Board Expense	-22.88
Check	1/29/2004	2280	Ira Hatch	Mileage & Expense Reimbursement	Board Expense	-178.56
Check	1/29/2004	2281	Kenneth Bischoff	Mileage Reimbursement	Board Expense	-33.75
Check	1/29/2004	2282	Kent Sundberg	Mileage Reimbursement	Board Expense	-37.50
Check	1/29/2004	2283	Steve Baker	Mileage Reimbursement	Board Expense	-18.86
Check	1/29/2004	2284	Kay Blackwell	Mileage Reimbursement	-SPLIT-	-309.55
Check	1/29/2004	2285	Lynn Lemon	Mileage Reimbursement	Board Expense	-67.50
Check	1/29/2004	2286	Newspaper Agency	Account Number: U2933098L-07	Board Expense	-126.50
Check	1/29/2004	2287	Mark W. Brady	Automobile Gas Reimbursement	-SPLIT-	-90.72
Liability Check	1/29/2004	2288	Utah Retirement Systems	Unit No: 864 (January 2004)	-SPLIT-	-4,916.71
Check	1/29/2004	2256			Spoiled Check	
Check	1/29/2004	2257			Spoiled Check	0.00
Check	1/29/2004	2258			Spoiled Check	0.00
Check	1/29/2004	2259			Spoiled Check	0.00
Check	1/29/2004	2260			Spoiled Check	0.00
Liability Check	1/29/2004		United States Treasury	87-0495792	-SPLIT-	-5,528.32
Liability Check	1/29/2004		Nationwide Retirement Solutions	Entity: 644013	-SPLIT-	-2,528.25
Paycheck	1/30/2004	2238	Sonya J. White	Direct Deposit	-SPLIT-	0.00
Paycheck	1/30/2004		Charmaine G. Green	Direct Deposit	-SPLIT-	0.00
Paycheck	1/30/2004		Korby M. Siggard	Direct Deposit	-SPLIT-	0.00
Paycheck	1/30/2004		Lester J. Nixon	Direct Deposit	-SPLIT-	0.00
Paycheck	1/30/2004		Mark W. Brady	Direct Deposit	-SPLIT-	0.00
Check	2/4/2004	2289			Spoiled Check	
Check	2/4/2004	2290			Spoiled Check	0.00
Check	2/4/2004	2291			Spoiled Check	0.00
Check	2/4/2004	2292			Spoiled Check	0.00
Check	2/4/2004	2293			Spoiled Check	0.00
Check	2/5/2004	2294	AJ Gallagher Risk Management Services Inc	Invoice Number: 206641	Property	-697,434.00
Check	2/5/2004	2295	Ogden Eccles Conference Center	Event Deposit 04/20/04	Loss Control / Training	-500.00
Check	2/5/2004	2296	Utah Chapter CPCU Society	Ethics Course Registration	-SPLIT-	-100.00
Check	2/5/2004	2297	Utah State Tax Commission	2002 Ford Taurus, License #502WMX	Expenses	-179.50
Check	2/5/2004	2298	Korby M. Siggard	Expense Reimbursement	-SPLIT-	-315.76
Check	2/5/2004	2299	Qwest	Account Number: 801-293-3098-606B	Telephone	-133.93
Check	2/11/2004		Wells Fargo	Bond Requirement	Bond Requirement WC	-7,500.00
Liability Check	2/13/2004		QuickBooks Payroll Service	Created by Payroll Service on 02/10/2004	-SPLIT-	-8,754.69
Paycheck	2/15/2004		Charmaine G. Green	Direct Deposit	-SPLIT-	0.00
Paycheck	2/15/2004		Korby M. Siggard	Direct Deposit	-SPLIT-	0.00
Paycheck	2/15/2004		Lester J. Nixon	Direct Deposit	-SPLIT-	0.00
Paycheck	2/15/2004		Mark W. Brady	Direct Deposit	-SPLIT-	0.00
Paycheck	2/15/2004		Sonya J. White	Direct Deposit	-SPLIT-	0.00
Check	2/18/2004	2300	County Reinsurance, Limited	UCIP - Tooele County	-SPLIT-	-16,789.00
Check	2/18/2004	2301	By The Numbers Actuarial Consulting, Inc.	Invoice Number: 2004-22	Actuarial Analysis	-2,000.00
Check	2/18/2004	2304	Office Depot	Account Number: 35538769	-SPLIT-	-112.03
Check	2/18/2004	2305	FedEx	Invoice Number: 1-602-40281	Postage	-5.90
Check	2/18/2004	2306	Verizon Wireless	Invoice Number: 1838571163	Telephone	-31.11
Check	2/18/2004	2307	Verizon Wireless	Invoice Number: 1838843265	Telephone	-57.96
Liability Check	2/18/2004	2308	Utah Local Governments Trust	Customer Number: 1576.0	-SPLIT-	-4,580.18
Check	2/18/2004	2309	Utah Safety Council	Invoice Number: FD042407	Loss Control / Training	-200.00
Check	2/18/2004	2310	Larson & Company	Invoice Number: 7915	-SPLIT-	-1,047.50
Check	2/18/2004	2311	Lester J. Nixon	Out-of-State Per Diem	Expenses	-300.00
Check	2/18/2004	2312	Sonya J. White	Out-of-State Per Diem	Expenses	-300.00
Check	2/18/2004	2313	Mark W. Brady	Out-of-State Per Diem	Expenses	-300.00
Check	2/18/2004	2314	Rich County	Workers Comp Premium Refund	WCP Premiums	-371.43
Check	2/18/2004	2315	Suitter Axland	Invoice Numbers: 1264717	-SPLIT-	-376.62
Check	2/18/2004	2316	Iron County	Roundy Hotel Reimbursement	Board Expense	-80.00
Check	2/18/2004	2317	A La Carte Catering	Invoice Numbers: 2052	Board Expense	-172.00
Check	2/18/2004	2302			Spoiled Check	0.00
Check	2/18/2004	2303			Spoiled Check	0.00
Total WF-Expense						-926,196.60
WF-Work Comp Expense						
Check	2/1/2004	0001	AJ Gallagher Risk Management Services Inc	Safety National Policy No: SP7789UT	Reinsurance WC	-100,010.00
Check	2/1/2004	0002	AJ Gallagher Risk Management Services Inc	Policy No. UTAASSCO	Brokerage Fee WC	-25,000.00
Check	2/18/2004	0005	County Reinsurance, Limited	UCIP - Workers Comp	-SPLIT-	-3,240.00
Total WF-Work Comp Expense						-128,250.00
TOTAL						-1,054,446.60

